

# ELECTRONIC MAIL AND INTERNET USE

## Background

This Administrative Procedure applies to all employees (“Computer Users”) of the District who have access to the District’s computer resources.

The District allows access to and use of electronic mail (email) and/or Internet for legitimate work-related purposes. Access to the computer facilities is dependent upon each user complying with this Administrative Procedure at all times.

The purpose of this Administrative Procedure is to:

- Set out the important rules concerning the use of the Internet and email at the District;
- Inform all Computer Users of their responsibilities under the Administrative Procedure; and
- Highlight what is not permitted.

The District’s computer system, including email and Internet facilities, are the property of the District.

All email messages, associated file attachments, histories of website access, data downloaded from the Internet, and all other data contained in the District’s computer system are also the property of the District.

## Procedures

### 1. Access to Email and Internet System

1.1. Computer Users are not permitted to access the District’s email or Internet system without:

1.1.1. Reading and understanding this Administrative Procedure; and

1.1.2. Signing, dating and forwarding the Employee Electronic Mail and Internet Use Agreement for this Administrative Procedure to the Director of Human Resources, indicating agreement to abide by its terms and to the District monitoring, tracking, recording, copying, deleting, reading and in any other way administering or dealing with email files, Internet history or any data created by users and contained on the District’s email or Internet system (including the local drive of any District computer).

### 2. Passwords

2.1. When a Computer User is granted access to the District computer system, they will be provided with a password. This password must not be disclosed to any other person

and must not be used to provide another person with access to the District computer system.

- 2.2. Upon a Computer User becoming aware that their password has become known to another person, it must be changed immediately. The Computer Help Desk is to be contacted immediately to obtain a new password.

### 3. Consequences of Breaching this Administrative Procedure

- 3.1. When the District considers that a Computer User has in any way failed to comply with the Administrative Procedure, it may:
  - 3.1.1. Immediately remove the Computer User's access to any part or parts of the District computer system, including email or Internet.
  - 3.1.2. Audit and view all material viewed on, downloaded to, or sent to and from its computer system, including Internet sites and email attachments.
  - 3.1.3. Conduct an investigation into the alleged misuse of the District's computer system (including interviewing the Computer User and other employees of the District).
  - 3.1.4. Counsel the Computer User who has failed to comply with the Administrative Procedure and take disciplinary action for misconduct as outlined in the applicable Collective Agreement or employment contract.
- 3.2. If any Computer User at the District becomes aware of any misuse of the District's computer system (including its email and Internet system) or is offended by the content of any email or Internet material sent, forwarded, accessed or displayed on the District's computer system, that Computer User is to immediately report the matter to the Director of Human Resources.
- 3.3. The District is committed to the terms of this Administrative Procedure and will thoroughly investigate and deal with all incidents of a breach of this Administrative Procedure.

### 4. Appropriate use of the Email and Internet System

- 4.1. The email and Internet systems must only be used for authorized work-related purposes and must not be used inappropriately.
- 4.2. The audiences of email messages may be wide spread. Computer Users are not to assume that email messages are private or secret. Email messages can be easily forwarded, saved, intercepted, archived and otherwise distributed and will be subject to monitoring, tracking and review by the District. Emails could be the subject of discovery in legal proceedings if the District is involved in any litigation.
- 4.3. The District will not tolerate the use of the email and/or Internet system in any of the following ways:
  - 4.3.1. In a way that may be considered offensive, defamatory, obscene, harassing, pornographic, discriminatory, insulting or disruptive to any other person (e.g. pictures of naked people, personal comments about colleagues or managers).
  - 4.3.2. To access, view, download, print or send messages or attachments (including to your home email address), which include, but not limited to:

- 4.3.2.1. Language that is not appropriate in the workplace (such as swearing or sexually explicit references);
- 4.3.2.2. Sexually explicit messages or pictures;
- 4.3.2.3. Offensive or inappropriate cartoons or jokes;
- 4.3.2.4. Unwelcome propositions or love letters;
- 4.3.2.5. Ethnic or racial slurs; and/or
- 4.3.2.6. Any material which contains disrespectful comments about people with disabilities, people's sexual orientation, or any person's physical attributes.
- 4.3.3. To access other peoples' email.
- 4.3.4. To attempt to probe security mechanisms at the District or any other Internet sites.
- 4.3.5. To post any information on Internet news groups, bulletin boards or similar forums on behalf of the District unless specifically authorized to do so.
- 4.3.6. For sending chain mail, gambling, participating in on-line games, retrieving games or screen savers unless there is a business need to do so, joining a mailing list or chat group, posting messages to news groups, or engaging in on-line purchasing or selling.
- 4.3.7. For intentional dissemination of any computer viruses.
- 4.3.8. For personal advertising or for personal profit making.
- 4.3.9. For disclosing confidential information of the District.
- 4.3.10. For responding to external requests for information or complaints through email unless it is the Computer User's specific responsibility to do so.
- 4.3.11. For sending, forwarding, printing or receiving any material or data which does not comply with the District's policies and procedures or which is contrary to the District's best interests.
- 4.4. While using the District's Internet facilities, computer users must not:
  - 4.4.1. Misrepresent or attempt to misrepresent their identity; or
  - 4.4.2. Subscribe to Internet or mail lists without specific authorization from District management or the Director of Human Resources.
- 4.5. The District understands that Computer Users cannot always control the messages that are sent to them. However, Computer Users must discourage third parties (such as family, friends or workmates) from sending inappropriate messages to them.
- 4.6. If a Computer User receives an inappropriate message or attachment to an email he or she must:
  - 4.6.1. Immediately delete the email; and
  - 4.6.2. Send an email to the person who sent the inappropriate email which states:
 

*"Please do not send me this type of material again. The contents of this email do not comply with the District electronic mail procedures. In sending me this email you*

*are breaching District procedures and putting me at risk of doing so. A breach of the electronic mail procedure has serious consequences”.*

4.7. The Computer User may wish to forward a copy of this response to the District's Computer Help Desk.

## 5. Personal Use of the District's Computer System

- 5.1. Limited and occasional personal use of the District's email and Internet system is acceptable. However, use of internet and email must not interfere with the Computer User's work obligations.
- 5.2. Any personal use of the District's computer system (including Internet or email) by the Computer User must comply with the terms of this Administrative Procedure.
- 5.3. Any breach of this Administrative Procedure while using email or Internet for personal use or legitimate work related purposes will result in disciplinary action being taken.

## 6. Confidential Information

- 6.1. The District will not tolerate the use of its email system to transmit confidential information which is the property of the District, in breach of the obligations contained in contracts of employment or in breach of District policies, procedures and protocols regarding confidentiality and protection of privacy and personal information of its employees.
- 6.2. Should there be any queries or concerns regarding this Administrative Procedure, the Director of Human Resources is to be contacted.

Reference: Sections 17, 20, 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act  
School Regulation 265/89  
Canadian Charter of Rights and Freedoms  
Canadian Criminal Code  
Copyright Act  
Introduction to British Columbia's Redesigned Curriculum, 2015

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